Guidelines for Procurement of Additional Storage for Google Workspace for Education (GWFE) and Microsoft 365 (M365)

IIUM ICT GUIDELINES

PREPARED FOR:

International Islamic University Malaysia

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IIUM ICT Guidelines

Document Change Log

Release Version	Date	Pages Affected	Remarks/Change Reference
Version 1.0	28 May 2024	-	Endorsement from ITD Management
Version 1.1	3 Sept 2024	5	Amended Section 3.71 and 3.7.2
Version 1.2	4 Dec 2024	5,6	Amended Section 3.71 and Flowchart

Responsibility and Activity Log

Requestor	Description	Submission Date	Approval Date
Muhammad Raziq Irfan	Endorsement from ITD Management	28 May 2024	28 May 2024
Syed Mohd Hazrul Syed Salim	Endorsement by ITD Management	29 Aug 2024	3 Sept 2024
Muhammad Izzat Mohd Bahamam	Endorsement by ITD Management	3 Dec 2024	4 Dec 2024

IIUM ICT Guidelines

1. OBJECTIVE

This document defines the guidelines for procuring additional storage for Google Workspace for Education (GWFE) and Microsoft 365 (M365).

2. TERMS AND DEFINITIONS

Term	Definition
IIUM	The International Islamic University Malaysia, otherwise known as the "University"
ICT	Information and Communication Technology
ITD	Information Technology Division
ITD Management	Chief Digital/Information Officer, ITD Director, Deputy Information Technology Officer, and Team Leader of ITD
KCDIOM	Kulliyyah, Center, Division, Institute, Office, Mahallah
GWFE	Google Workspace for Education
M365	Microsoft 365

3. GUIDELINE

3.1   Specification of Requirements
   3.1.1   Users shall specify the amount of additional storage they wish to procure by utilizing the provided URL.

3.2   Procurement Process
   3.2.1   Additional storage shall be obtained from the appointed vendor using the approved Storage Upgrade Package.
   3.2.2   The IIUM Manual of Purchasing Policies and Procedures shall be followed by respective KCDIOMs for the execution of Requests for Quotations (RFQ) and the procurement processes.
   3.2.3   Payment is required in full upon receiving the service, as per the subscribed package.

3.3   Subscription Budget
   3.3.1   The relevant KCDIOMs/staff (for personal account upgrade) shall be responsible for paying the subscription fee for the extra storage.

3.4   Procurement Process Flowchart
   3.4.1   Users should refer to the attached flowchart for a detailed overview of the process for procuring the additional storage.

3.5   Storage Upgrade Eligibility
   3.5.1   GWFE: IIUM staff or KCDIOM email accounts ending with "@iium.edu.my"
   3.5.2   M365: KCDIOM email accounts ending with "@live.iium.edu.my"

3.6   URL for Procurement
   3.6.1   Users shall fill out the following URL for procurement:

   https://docs.google.com/forms/d/e/itd_request_form

3.7   Storage Upgrade Package
   3.7.1   Google Workspace for Education (GWFE) (The price is subject to change by Awantech)
      - 1 TB: RM 3240 for the period from April 1, 2024, to February 28, 2028
      - 2 TB: RM 6480 for the period from April 1, 2024, to February 28, 2028

   3.7.2   Microsoft 365 (M365)
      - 10TB: Minimum RM 19000 per year (depends on USD exchange rate)

3.8   Renewal of Storage Subscription (M365)
   3.8.1   The subscription renewal should be processed by KCDIOM at least two months before the expiry date of the subscription. Please refer to the attached Procurement Process Flowchart for details.

4. IMPLEMENTATION AND NON-COMPLIANCE
4.1   The Director of ITD holds the responsibility for the implementation of this guideline and shall take necessary actions in the event of violation of this guideline.
4.2   This guideline applies to the University community and any infringement of the guidelines may be subject to disciplinary actions and any other actions deemed necessary.

5. ENTITIES AFFECTED BY THIS POLICY
5.1   KCDIOM and staff members of the University are affected by this guideline.

6. MAINTENANCE OF GUIDELINES
6.1   The responsibility of creating and maintaining these guidelines falls under the Information Technology Division

7. RELATED POLICIES/STANDARDS/PROCEDURES/GUIDELINES
7.1   This guideline shall be read together with the following or any documents which recently approved:
   7.1.1 ICT Regulations
   7.1.2 Policy on Email Services

FLOW CHART FOR PURCHASING OF ADDITIONAL STORAGE

RESPONSIBILITY

DOCUMENTS AND RECORDS TO BE REFERRED

START

KCDIOM/User — KCDIOM/User determines the total storage quota to be purchased

For Office or Personal Use?

Office

KCDIOM — KCDIOM fills out the IT Request Form for purchasing of additional storage and provides proof of the allocated budget

ITD — ITD requests the quotation from vendor

Vendor — Vendor emails the quotation to ITD in 3 working days

Email to :
GWFE : assyira.latif@awantec.my,
shahrul.zaidon@awantec.my
M365:
fawiza.izzati@enfrasys.com,
norizatul.syila@enfrasys.com

Personal

ITD — Procurement process by ITD

Email

ITD/User — IT Resources Unit, ITD/User fills up the Storage Purchase Form and uploads the PO/payment receipt

IIUM Purchasing Policy (for KCDIOM purchase)

Storage Purchase Form (URL available in the Guidelines for Procurement of Additional Storage in Google Workspace for Education (GWFE) and Microsoft 365 (M365)

Vendor — Vendor activates the additional storage

Vendor — Vendor notified the ITD through email, cc to itres@iium.edu.my, it-se@iium.edu.my

Email

ITD — IT Resources Unit, ITD increases the storage of the specified account

Storage upgrade record

ITD — IT Resources Unit, ITD update/upgrade storage

ITD — IT Resources Unit, ITD notifies the KCDIOM through email

Email

End